

Rumson School District Field Trip Authorization Form

No child may go on a trip unless a parent/guardian has provided written permission.
 No staff member is permitted to make transportation arrangements including the hiring of buses.
 Each bus must be chaperoned by at least one staff member.
**(NOTE: A COMPLETE ROSTER OF STUDENTS ATTENDING THE TRIP MUST BE SUBMITTED
 TO THE MAIN OFFICE AND NURSE'S OFFICE PRIOR TO THE TRIP'S DEPARTURE)**

Requested by:		Date:	
Date of Trip:	Group/Grade:	No. of Pupils:	
No. of Special Needs Pupils:	Nurse Needed: Yes <input type="checkbox"/> No <input type="checkbox"/>	Nurse's Initials:	
Trip Description: (Exact Address and Title of Performance/Event):			
Purpose of Trip/State Related Core Curriculum Standards:			
Accommodations Needed (Nurse/Other):			

Time Leaving:		Time Returning:	
Cost per Student:	Method of Travel:	Handicapped Access Needed:	
Number and Names of Staff Members Attending Trip:		Number and Names of Parents Attending Trip*:	

***Volunteer Form must be submitted**

Request for Coverage (Chaperones)

STAFF	SUB	INTERNAL	NONE

Sponsoring Teacher's Signature

Principal / Supervisor Signature

Date

FOR OFFICE USE ONLY

Vendor:

Deposit Amount: \$ _____

Deposit Due Date: _____

Payable to: _____

Balance due to Vendor: \$ _____

Date Due: _____

DATE SUBMITTED/SCANNED TO BUSINESS OFFICE FOR PAYMENT: _____

Transportation:

Amount due: \$ _____

Due Date: _____

Payable to: _____

DATE SUBMITTED/SCANNED TO BUSINESS OFFICE FOR PAYMENT: _____

Bus Driver Tips:

of Bus Drivers: _____

Amount for EACH Tip Check:\$ _____

Due date: _____

Bus Driver Tip Check #: _____ Payable to (Driver Name)**: _____

Bus Driver Tip Check #: _____ Payable to (Driver Name)**: _____

Bus Driver Tip Check #: _____ Payable to (Driver Name)**: _____

Bus Driver Tip Check #: _____ Payable to (Driver Name)**: _____

Bus Driver Tip Check #: _____ Payable to (Driver Name)**: _____

DATE SUBMITTED/SCANNED TO BUSINESS OFFICE FOR PAYMENT: _____

**** Please leave the payable line blank for Tricia and Diane to fill in on the date of trip when drivers arrive.**

Helfrich doesn't assign drivers until the morning of the trip. Driver's names/check numbers will be given to JoAnn after buses depart school

(Updated 3/16/23)